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7 September 1951

MEMORANDUM FOR: Assistant Director, OIC

FROM: Assistant Director, C&D

SUBJECT: Proposed Biographic Policy Board

1. The Biographic Register is caught between two conflicting forces. On the one hand, research and operational offices are putting in a steadily increasing volume of requests for services. On the other hand, the volume of biographic data which might be processed is almost limitless.

2. There is urgent need for a mechanism, representing the customers, which would keep a continuing watch on the Biographic Register's problems and make recommendations as to its course of development, the priorities assigned to different aspects of its work, and its general administration.

3. Such a mechanism exists in the case of the Special Register, and it is working admirably. A "Collation Board", chaired by the Deputy Assistant Director, Current Intelligence, sits at regular intervals to consider problems affecting the Register and to make specific recommendations. The members of this Board are workers from all the Offices with interests in OCI, and they are intimately familiar with the work done by the Special Register. The Register's Chief serves as Secretary of the Collation Board. The guidance provided by the Board serves very effectively to ensure that the policies and administration of the Special Register follow lines of greatest benefit to the customers.

4. I propose the establishment of a Biographic Policy Board, to be chaired by the Deputy Assistant Director, OCD, with the Chief of the Biographic Register as secretary. The Board should meet at the call of the Chairman, and its members should represent OCI, ORR, OSI, OSO and OPC as these are the principal customers. Representatives from OIC and OO would be desirable, if not essential.

5. I believe that proposals of this sort should properly emanate from your Office, as it is the one charged with the improvement of intra-Agency coordination. Will you be good enough to set the wheels in motion?

James M. Andrews

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